



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-RM

AUG 09 2010

MEMORANDUM FOR ALL FORT GORDON PERSONNEL

SUBJECT: Garrison Memorandum Policy #59- On- Post ATM Procedures

1. Purpose: To outline the process used to install ATMs on the installation.

2. General.

a. The term "financial institution" refers to either Wachovia Bank or the Fort Gordon Federal Credit Union – the only two financial institutions authorized on the installation.

b. The proponent for this process will be the Resource Management (RM) Office, US Army Garrison, Fort Gordon.

3. Responsibilities.

a. Facility Owner will:

(1) Coordinate with the Financial Institution to determine if an ATM is feasible and supportable at the desired location.

(2) Upon agreement, complete a 4283 (Facilities Engineering Work Request) to the RM office with a site diagram, specifics of the machine, and justification for the requirement.

b. RM Office will:

(1) Receive and review all requests for ATMs from the Financial Institution. All requests will include endorsements by the facility owner and the financial institution, a site diagram, and specifics on the machine (i.e., dimensions, power requirements, data requirements).

(2) Forward the request, all enclosures, and a completed DA Form 4283 (Facilities Engineering Work Request) to the Directorate of Public Works (DPW). A sample DA Form 4283 is at Annex A.

(3) Post contact information near the ATM machine, in the event it needs servicing or relocating, due to renovations at or near the site of the ATM.

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c. Directorate of Public Works will:

(1) Prepare the Report of Availability (ROA) to include the Record of Environmental Consideration (REC).

(2) Forward the package through the Office of the Staff Judge Advocate (SJA) to the Garrison Commander for signature prior to forwarding to IMCOM-Southeast for review.

(3) Complete the requirements outlined on the DA Form 4283, Facilities Engineering Work Request.

(4) Coordinate with the Network Enterprise Center to verify supportability and any concerns with required circuit path trenching and/or installation of any conduit infrastructure from the nearest point of demarcation (to include any new copper or fiber cabling to complete the circuit path).

(5) Coordinate with the NEC and the financial institution to order a circuit for the ATM.

d. Office of the Staff Judge Advocate will review the ROA for legal sufficiency.

e. Corps of Engineers will prepare the lease paperwork and obtain the signature of the financial institution.

f. Financial Institution will, upon receiving a request and agreeing to provide an ATM,

(1) Submit requests for ATMs to the Facility Owner for submission to the RM Office, to include a site diagram and specifics on the ATM (i.e., dimensions, power requirements, data requirements).

(2) Order the machine, contact their network provider and supporting agencies (i.e., technicians, Loomis Fargo), and order a circuit from AT&T (providing the RM Office with the AT&T circuit ID). Note: This step of the process cannot begin until the lease paperwork has been signed/completed by the Corp of Engineers.

(3) Bear the cost of ATM installation, maintenance and operation, as well as any monthly costs for communications circuits and any administrative fees incurred in the processing of the lease/license by the Corps of Engineers.

(4) Report ATM communications outages to the NEC service desk.

4. Process and Timelines. Annexes B and C outline the process and timeline for the installation of the ATM.

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5. Implementation.

a. An individual from the requesting office will be present when the ATM is made operational. A POC will be posted for users to contact when the machine is out of order.

b. Facility managers will notify the RM Office upon identification of the need to relocate the ATM or renovate in the vicinity of the ATM.

6. The proponent for this policy will be the Resource Management Office, 706-791-7378.

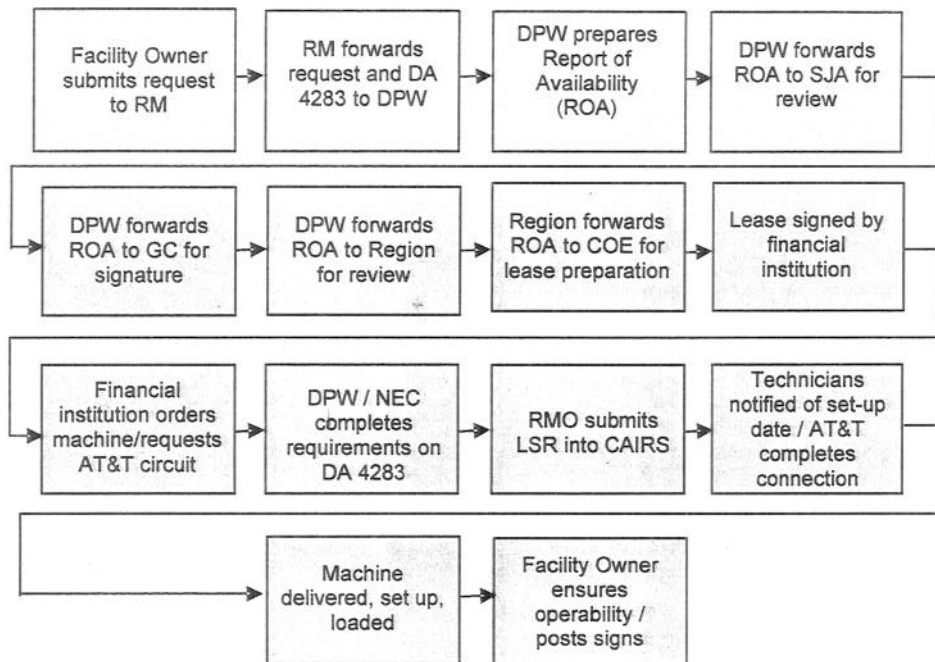


GLENN A. KENNEDY, II
COL, SC
Commanding

Annex A – DA Form 4283

FACILITIES ENGINEERING WORK REQUEST											
For use of this form, see DA Pam 420-6, the proponent agency is OACSM											
PART A (See requestor instructions)		CUSTOMER ID	DOCUMENT SERIAL NUMBER	TYPE	SHORT JOB DESCRIPTION				DATE DA MON YR		
INSTALLATION ABBREVIATION OF FACILITIES		BUILDING/FACILITY NUMBERS									
		1	2	3	4	5	6	7	8	9	10
1											
2											
3											
REMARKS											
INSTALLATION NAME		CUSTOMER NAME				POC NAME			POC PHONE NUMBER		
WORK DESCRIPTION (Description and justification of work request)											
AUTHORIZED REQUESTOR (Type or print)		AUTHORIZED REQUESTOR SIGNATURE									
PART B (Approving Official Only)		APPROVAL ACTION CODE:		WORK REQUEST PRIORITY		PROGRAM INDICATOR CODE		SPECIAL INTEREST CODE:		DATE DA MON YR	
ENVIRONMENTAL IMPACT YES NO		WORK TO BE PERFORMED IN-HOUSE SELF-HELP CONTRACT TROOP		APPROVAL AMOUNTS FUNDED UNFUNDED		SOURCE OF FUNDS DIRECT AUTOMATIC REIMBURSEMENT FUNDED REIMBURSEMENT ACCOUNT PROCESSING CODE		ESTIMATED WORK START DATE:		ESTIMATED WORK COMPLETION DATE:	
ENVIRONMENTAL CONSIDERATION EIS / EIA INITIATED EIS / EIA COMPLETED				TOTAL \$							
DESIGN APPROVAL (Please type or print name)		DATE DA MON YR		APPROVAL AUTHORITY (Please type or print name)		APPROVAL ACTION		DATE DA MON YR			
DESIGN APPROVAL SIGNATURE				APPROVAL AUTHORITY SIGNATURE		APPROVED DISAPPROVED					

Annex B - Process



Annex C – Timeline

